

**United States District Court  
Eastern District of New York  
Office of the Clerk  
Vacancy Announcement**

**Date:** August 23, 2007

**Announcement #:** 07-13

**Position:** Case Processing Clerk

**Location:** Brooklyn Courthouse - 225 Cadman Plaza East

**Salary:** Level CL 22/1 - 25/61 (\$31,616 - \$62,893)  
Pay is based on prior qualifications, salary and experience

**Closing Date:** September 07, 2007



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**Position Summary:**

The U.S. District Court are looking for candidates for the position of Case Processing Clerk. The incumbent provides clerical support to the Clerk's Office.

**Duties and Responsibilities:**

- Makes a verbatim record of court proceedings on audio equipment.
- Locates and plays back testimony in hearings, trials, and other court proceedings.
- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to: pleadings, petitions, motions, complaints, orders, etc.
- Ensures that all automated entries are accurately filed, recorded, and appropriately linked for proper case management.
- Prepares and informs parties about notices, judgements and orders. Forwards documents such as motions, etc. to the attention of chambers staff.
- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Performs other duties as assigned.

**Eligibility Requirements:**

College degree preferred. To qualify for a CL 23, 2 years of general clerical experience, CL 24, 1 year of specialized experience. For CL 25, 2 years of specialized experience. Specialized experience includes progressively responsible clerical work requiring and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and communicational skills. Excellent computer skills with a minimal data entry speed of 45 wpm. College degree preferred.

**Applicant Information:**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position

becomes vacant due to the filling of the original vacancy, the Court may elect to select a candidate from the applicant pool who responded to the original announcement without posting the position.

The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

If selected for first time appointment to a position, you will be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court offers a benefits package to full-time permanent employees which includes:

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| ■ 10 Paid Federal Holidays                                   | ■ Paid Sick Leave                      |
| ■ 13 Days Paid Vacation (per year for the first three years) | ■ Thrift Savings Plan [401k style]     |
| ■ 20 Days Paid Vacation (after three years)                  | ■ Life Insurance [optional]            |
| ■ 26 Days Paid Vacation (after fifteen years)                | ■ Long-Term Care Insurance [optional]  |
| ■ Participation in Federal Employees Retirement System       | ■ Credit Union Participation           |
| ■ Flexible Benefits Program [optional]                       | ■ Long-Term Disability Plan [optional] |
| ■ Medical, Dental & Vision Coverage [optional]               |  |

Interested applicants should submit a cover letter and resume specifying their qualifications with a current resume to:

**U.S. District Court, E.D.N.Y.,  
225 Cadman Plaza East,  
Brooklyn New York 11201  
Attention: Jeffery Howell, Human Resources Manager**

**The U.S. District Court is an Equal Opportunity Employer.**